

Narrative Statement Supplemental Form
Human Resources Assistant, FSN-07(T)

Name:

Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Education:	
University degree in human resources, public administration, education, law, or any other relevant field is required.	
Experience:	
Minimum of three years of progressively responsible experience in human resources administration is required. Minimum of one year of supervisory experience is required.	
Language Proficiency:	
Level IV (Fluent) in both written and spoken English as well as level IV (Fluent) in written and spoken Russian is required.	
Knowledge:	
Extensive knowledge of fundamental human resources management laws, policies, and practices.	
Skills and Abilities:	
Excellent computer skills; ability to prepare complex tables and graphs. Tact and diplomacy in dealing with employees. Ability to prioritize work to meet different requests and deadlines.	